

## Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371-3376)

## INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to

U.S. Office of Personnel Management  
Personnel Mobility Program  
Staffing Operations Division/CEG  
1900 E street, NW  
Washington, D.C. 20415

The term "State or local government," when appearing in this form, also refers to an institution of higher education, and Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Program in the U.S. Office of Personnel Management.

## PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT

1. Check Appropriate Box

☒ New Agreement☐ Modification☐ Extension

## PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE

2. Name (Last, First, Middle)

Chien-Hale, Miranda

3. Social Security Number

(b) (6)

4. Home Address (Street, City, State, Zip Code)

(b) (6)

5. A. Have you ever been on a mobility assignment?

☐ YES☒ NO

5. B. If "YES", date of each assignment (Month and Year)

From

To

## PART 3 - PARTIES TO THE AGREEMENT

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement)

United States Environmental Protection Agency, Office of Congressional and Intergovernmental Relations (OCIR)

7. State or Local Government (Identify the governmental agency)

Environmental Council of the States (ECOS)

8. Is assignment being made through a faculty fellows program?

If "YES", give name of the program

☐ YES☒ NO

## PART 4 - POSITION DATA

## A - Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)

Office of Water  
USEPA William Jefferson Clinton West Building (WJC West)  
1301 Constitution Avenue N.W.  
Washington, DC 20004

10. Employee's Position Title

Ecologist

11. Office Telephone Number  
(Include the Area Code)

202-566-0401

12. Immediate Supervisor (Name and Title)

James Havard, Branch Chief, Watershed Branch, Office of Water

## B - Type of Current Appointment

13. Federal Employees (Check appropriate box.)

☒ Career Competitive☐ Other (Specify)

Grade Level

GS-13

14. State and Local Employees

State or Local Annual Salary

Original Date Employed by the  
State or Local Government (Month,  
Day, Year)

## C - Position To Which Assignment Will Be Made

15. Employment Office Name and Address (Street, City, State and ZIP Code)

Environmental Council of the States (ECOS)  
1250 H St NW #850, Washington, DC 20005

16. Assignee's Position Title

Senior Advisor

17. Office Telephone Number  
(Include the Area Code)

202-266-4920

18. Immediate supervisor (Name and Title)

Carolyn Hanson

**PART 5 - TYPE OF ASSIGNMENT**

19. Check Appropriate Boxes

- ☒ On detail from a Federal agency  
☐ On leave c from a Federal agency  
☐ On detail to a Federal agency  
☐ On appointment in a Federal agency

- ☒ Full Time  
☐ Part Time  
☐ Intermittent

20. Period of Assignment (Month, Day, Year)

From

To

07/11/2022

00/00/2022

07/10/2023

00/05/2023

Marisa Zi

**PART 6 - REASON FOR MOBILITY ASSIGNMENT**

21. Indicate the reasons for the mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

This work will strengthen the management capabilities of federal agencies, State/Local/Indian tribal governments or other eligible organizations by designing and executing projects that increase state capacity to protect the environment and public.

**PART 7 - POSITION DESCRIPTION**

22. List the major duties and responsibilities to be performed while on the mobility assignment.

Will work at ECOS with the Environmental Commissioners and State Secretaries that comprise the ECOS membership, ECOS staff, senior state agency staff, as well as, OCIR and EPA staff, to design and execute projects that:

- Assist both EPA and the states in a number of important areas – particularly in the coordination and understanding of issues related to compliance and enforcement along with efforts to address the Administration's priorities; and
- Help educate ECOS staff and members on internal EPA processes.

**PART 8 - EMPLOYEE BENEFITS**

23. Rate of Basic Pay During Assignment

\$113,944.00

24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)

25. Leave Provisions (Indicate the annual and sick leave benefits for which employee is eligible. Specify the procedures for reporting, requesting and recording such leave.)

Employee will follow federal leave policies.

Employee will be governed by the annual and sick leave benefits provided to federal employees (6 hours/pay period of annual leave and 13 days/year of sick leave). The employee will follow the federal holiday leave schedule. Employee will maintain these benefits for the duration of the assignment. During the duration of the assignment, leave request will be approved by TBD, Executive Director of ECOS. Leave taken will be recorded and reported biweekly in EPA's PeoplePlus payroll system.



### PART 9 - FISCAL OBLIGATIONS

Identify, where appropriate, the office to which invoices and time and attendance records should be sent

26 Federal Agency Obligations (if paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)

EPA will pay 100% of the employee's salary and benefits. Timekeeping will be maintained by EPA. Assignee will record and report time biweekly using EPA's People Plus payroll system.

27 State or Local Government agency Obligations

Travel costs associated with assignment made by ECOS will be paid by ECOS and accepted by the employee through the IPA statutory authority and not pursuant to 31 USC 1353.

### PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT

- ☒ 28 Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment. Employee completed online course on **JUSTINA** Employee Signature  
**FUGH** Signature of Supervisor
- ☒ 29 The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment. 5/31/22

### PART 11 - OPTIONS

30 Indicate coverage "N/A", if not applicable.

A Federal Employees Group Life Insurance

☒ Covered ☐ N/A

B Federal Civil Service Retirement system or federal Employees Retirement System

☒ Covered ☐ N/A

C Federal employee Health Benefits

☒ Covered ☐ N/A

31 State or Local Agency Benefits (Indicate all State employee benefits that will be related by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by Federal employee on leave without pay from the Federal agency to a State or local agency.)

EPA will continue to provide support for salary and benefits.

32 Other Benefits (Indicate any other employee benefits to be made part of this agreement)

Employee is entitled to compensation for injury and consideration for promotion, federal pay increases, bonuses, and all other benefits that normally accrue to EPA employees.

### PART 12 - TRAVEL AND TRANSPORTATION

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 3344 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

All travel and training directed by ECOS will be paid for by ECOS in accordance with all appropriate travel regulations.

All travel and training directed by EPA will be paid for by EPA in accordance with Federal Travel Regulations.

The parties to this Agreement anticipate the assigned EPA employee will engage in travel on behalf of ECOS and that ECOS will pay for the EPA employee's travel-related expenses. Pursuant to the Ethics Reform Act of 1990 at 31 U.S.C. 1353, as implemented by the General Services Administration's regulations at 41 C.F.R. Part 304-1, the EPA employee is authorized to accept travel-related gifts from the IPA host organization (ECOS) without having to submit EPA Approval to Accept Travel Forms (Form 2610-3).

**PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES**

34. Check Appropriate Boxes

- ☒ A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- ☒ B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- ☒ C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- ☒ D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- ☒ E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal Employees only)

**PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE**

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization)

Environmental Council of the States (ECOS) 1250 H St NW #850, Washington, DC

36. Date (Month, Day, Year)

From To

37. Signature of Assigned Employee

*Miranda Chien-Hale*

38. Date of Signature (Month, Day, Year)

05/24/2022

**PART 15 - CERTIFICATION OF APPROVING OFFICIALS**

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered in to to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status pay.

State or Local Government Agency

Federal Agency

39. Signature of Authorizing Officer

*Carolyn Hanson*

40. Signature of Authorizing Officer

*Robin Richardson*

41. Date of Signature (Month, Day, Year)

6/29/2022

42. Date of Signature (Month, Day, Year)

6/7/2022

43. Typed Name and Title

Carolyn Hanson, Deputy Executive Director

44. Typed Name and Title

Robin Richardson, Principal Deputy Associate Administrator, Office of Congressional and Intergovernmental Relations, EPA

**PRIVACY ACT STATEMENT**

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personal and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted by use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

Lewis,  
Marisa

Digitally signed by  
Lewis, Marisa  
Date: 2022.07.05  
14:32:40 -04'00'